

COOPERSVILLE POLKTON AREA  
FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

FINANCIAL REPORT WITH  
SUPPLEMENTARY INFORMATION

Year Ended December 31, 2008

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

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# **CAMPBELL, KUSTERER & CO., P.C.**

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## **INDEPENDENT AUDITOR'S REPORT**

February 19, 2009

To the Fire Board  
Coopersville Polkton Area Fire Protection Authority  
Ottawa County, Michigan

We have audited the accompanying financial statements of the governmental activities and each major fund of Coopersville Polkton Area Fire Protection Authority, Ottawa County, Michigan as of and for the year ended December 31, 2008, which collectively comprise the Fire Authority's basic financial statements as listed in the table of contents. These financial statements are the responsibility of Coopersville Polkton Area Fire Protection Authority's management. Our responsibility is to express opinions on these financial statements based on our audit.

We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation. We believe that our audit provides a reasonable basis for our opinion.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Coopersville Polkton Area Fire Protection Authority, Ottawa County, Michigan as of December 31, 2008, and the respective changes in financial position thereof, for the year then ended in conformity with accounting principles generally accepted in the United States of America.

The Management's Discussion and Analysis and budgetary comparison information listed in the table of contents are not a required part of the basic financial statements but are supplementary information required by accounting principles generally accepted in the United States of America. We have applied certain limited procedures, which consisted principally of inquiries of management, regarding the methods of measurement and presentation of the required supplementary information. However, we did not audit the information and express no opinion on it.

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended December 31, 2008

The Management's Discussion and Analysis report of the Coopersville Polkton Area Fire Protection Authority covers the Fire Authority's financial performance during the year ended December 31, 2008.

FINANCIAL HIGHLIGHTS

The Fire Authority had \$567,617.98 in total net assets as of December 31, 2008. The ending fund balance in the General Fund was \$283,050.14. The Fire Authority had net capital assets totaling \$284,567.84.

Overall revenues totaled \$234,067.89.

OVERVIEW OF FINANCIAL STATEMENTS

This annual report consists of three parts, management's discussion and analysis, the basic financial statements and required supplementary information. The basic financial statements include two different kinds of statements that present different views of the Fire Authority and the notes to the financial statements.

The first two statements are entity-wide financial statements and provide both long and short-term information about our overall financial status. These statements present governmental activities.

The remaining statements are fund financial statements, which focus on individual parts of the Fire Authority in more detail.

The notes to the financial statements explain some of the information in the statements and provide more detailed data.

Required supplementary information further explains and supports the financial statement information with budgetary comparisons.

ENTITY-WIDE FINANCIAL STATEMENTS

The entity-wide statements report information about the Fire Authority as a whole using accounting methods used by private companies. The statement of net assets includes all of the Fire Authority's assets and liabilities. The statement of activities records all of the current year revenues and expenses regardless of when received or paid.

The two entity-wide statements report net assets and how they have changed. Net assets are the difference between the entity's assets and liabilities and this is one method to measure the entity's financial health or position.

Over time increases/decreases in the entity's net assets are an indicator of whether financial position is improving or deteriorating.

To assess overall health of the entity you may also have to consider additional factors such as tax base changes, facility conditions and personnel changes.

All of the activities of the Fire Authority are reported as governmental activities. This includes the General Fund.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS- ENTITY-WIDE  
FINANCIAL INFORMATION – CONDENSED FINANCIAL INFORMATION  
December 31, 2008

	<u>Total</u> <u>Governmental</u> <u>Activities</u> <u>2007</u>	<u>Total</u> <u>Governmental</u> <u>Activities</u> <u>2008</u>
Current Assets	209 506	283 050
Capital Assets	<u>345 253</u>	<u>284 568</u>
Total Assets	<u>554 759</u>	<u>567 618</u>
Current Liabilities	-	-
Non-current Liabilities	<u>-</u>	<u>-</u>
Total Liabilities	<u>-</u>	<u>-</u>
Net Assets:		
Invested in Capital		
Assets	345 253	284 568
Unrestricted	<u>209 506</u>	<u>283 050</u>
Total Net Assets	<u><u>554 759</u></u>	<u><u>567 618</u></u>
	<u>Governmental</u> <u>Activities</u> <u>2007</u>	<u>Governmental</u> <u>Activities</u> <u>2008</u>
Program Revenues:		
Fees and Charges for Services	186 500	214 000
General Revenues:		
Interest	11 135	4 867
Miscellaneous	<u>2 999</u>	<u>15 201</u>
Total Revenues	<u>200 634</u>	<u>234 068</u>
Program Expenses:		
Public Safety	<u>164 621</u>	<u>221 209</u>
Total Expenses	<u>164 621</u>	<u>221 209</u>
Increase in Net Assets	36 013	12 859
Net Assets, January 1	<u>518 746</u>	<u>554 759</u>
Net Assets, December 31	<u><u>554 759</u></u>	<u><u>567 618</u></u>

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

MANAGEMENT'S DISCUSSION AND ANALYSIS

For the year ended December 31, 2008

FUND FINANCIAL STATEMENTS

The Fire Authority has the following funds:

Governmental funds: All of the Fire Authority's activities are included in the Governmental Fund category. These funds are presented on the modified accrual basis, which is designed to show short-term financial information. The Fire Authority's governmental funds include the General Fund.

FINANCIAL ANALYSIS OF THE FIRE AUTHORITY AS A WHOLE

The Fire Authority has no loans.

Our cash position in the governmental activities remains strong.

The Fire Authority did not incur any debt in the previous year.

FINANCIAL ANALYSIS OF THE FIRE AUTHORITY'S FUNDS

The General Fund pays for all of the Fire Authority's governmental services.

CAPITAL ASSET AND LONG-TERM DEBT ACTIVITY

The Fire Authority's governmental activities invested \$5,757.98 in capital assets.

The Fire Authority has no long-term debt.

KNOWN FACTORS AFFECTING FUTURE OPERATIONS

The Fire Authority has ordered a new tanker truck at a cost of \$137,350.00.

CONTACTING THE FIRE AUTHORITY'S MANAGEMENT

This financial report is designed to provide our taxpayers, creditors, investors and customers with a general overview of the Fire Authority's finances and to demonstrate the Fire Authority's accountability for the revenues it receives. If you have any questions concerning this report please contact the Fire Authority Treasurer at 616-837-6876.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

GOVERNMENT-WIDE STATEMENT OF NET ASSETS

December 31, 2008

	<u>Governmental Activities</u>
ASSETS:	
CURRENT ASSETS:	
Cash in bank	1 333 91
Investments	222 716 23
Due from other units	31 600 00
Prepaid expenses	<u>27 400 00</u>
Total Current Assets	<u>283 050 14</u>
NON-CURRENT ASSETS:	
Capital Assets	1 040 048 50
Less: Accumulated Depreciation	<u>(755 480 66)</u>
Total Non-current Assets	<u>284 567 84</u>
TOTAL ASSETS	<u><u>567 617 98</u></u>
LIABILITIES AND NET ASSETS:	
LIABILITIES:	
CURRENT LIABILITIES	<u>-</u>
Total Current Liabilities	<u>-</u>
NON-CURRENT LIABILITIES	<u>-</u>
Total Non-current Liabilities	<u>-</u>
Total Liabilities	<u>-</u>
NET ASSETS:	
Invested in Capital Assets, Net of Related Debt	284 567 84
Unrestricted	<u>283 050 14</u>
Total Net Assets	<u>567 617 98</u>
TOTAL LIABILITIES AND NET ASSETS	<u><u>567 617 98</u></u>

The accompanying notes are an integral part of these financial statements.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

GOVERNMENT-WIDE STATEMENT OF ACTIVITIES

Year ended December 31, 2008

		<u>Program Revenue</u>	<u>Governmental Activities</u>
	<u>Expenses</u>	<u>Charges for Services</u>	<u>Net (Expense) Revenue and Changes in Net Assets</u>
FUNCTIONS/PROGRAMS			
Governmental Activities:			
Public safety	<u>221 208 86</u>	<u>214 000 00</u>	<u>(7 208 86)</u>
Total Governmental Activities	<u><u>221 208 86</u></u>	<u><u>214 000 00</u></u>	<u><u>(7 208 86)</u></u>
General Revenues:			
Interest			4 866 89
Miscellaneous			<u>15 201 00</u>
Total General Revenues			<u>20 067 89</u>
Change in net assets			12 859 03
Net assets, beginning of year			<u>554 758 95</u>
Net Assets, End of Year			<u><u>567 617 98</u></u>

The accompanying notes are an integral part of these financial statements.



COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

BALANCE SHEET – GOVERNMENTAL FUND

December 31, 2008

	<u>Total (General)</u>
<u>Assets</u>	
Cash in bank	1 333 91
Investments	222 716 23
Due from other units	31 600 00
Prepaid expenses	<u>27 400 00</u>
Total Assets	<u><u>283 050 14</u></u>
<u>Liabilities and Fund Equity</u>	
Liabilities	<u>-</u>
Total liabilities	<u>-</u>
Fund equity:	
Fund balance:	
Unreserved:	
Undesignated	<u>283 050 14</u>
Total fund equity	<u><u>283 050 14</u></u>
Total Liabilities and Fund Equity	<u><u>283 050 14</u></u>

The accompanying notes are an integral part of these financial statements.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

RECONCILIATION OF BALANCE SHEET OF GOVERNMENTAL FUND  
TO THE STATEMENT OF NET ASSETS  
December 31, 2008

TOTAL FUND BALANCE – GOVERNMENTAL FUND	283 050 14
Amounts reported for governmental activities in the statement of net assets are different because –	
Capital assets used in governmental activities are not financial resources and therefore are not reported in the governmental funds balance sheet:	
Capital assets at cost	1 040 048 50
Accumulated depreciation	<u>(755 480 66)</u>
TOTAL NET ASSETS – GOVERNMENTAL ACTIVITIES	<u><u>567 617 98</u></u>

The accompanying notes are an integral part of these financial statements.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE –  
GOVERNMENTAL FUND

Year ended December 31, 2008

	<u>Total (General)</u>
Revenues:	
City of Coopersville	126 400 00
Township of Polkton	87 600 00
Interest	4 866 89
Miscellaneous	<u>15 201 00</u>
Total revenues	<u>234 067 89</u>
Expenditures:	
Public safety:	
Fire protection:	
Wages	64 527 00
Payroll taxes	4 936 31
Insurance	33 706 00
Equipment maintenance	1 305 78
Vehicle maintenance	19 356 83
Radio maintenance	1 541 64
Gas and oil	3 767 13
Utilities	3 119 35
Supplies	9 948 03
Office supplies	1 811 11
Audit	1 600 00
Miscellaneous	7 094 78
Dues and education	2 052 00
Capital outlay	<u>5 757 98</u>
Total expenditures	<u>160 523 94</u>
Excess of revenues over expenditures	73 543 95
Fund balance, January 1	<u>209 506 19</u>
Fund Balance, December 31	<u><u>283 050 14</u></u>

The accompanying notes are an integral part of these financial statements.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

RECONCILIATION OF THE STATEMENT OF REVENUE, EXPENDITURES AND CHANGES IN  
FUND BALANCE OF GOVERNMENTAL FUND TO THE STATEMENT OF ACTIVITIES  
Year ended December 31, 2008

NET CHANGE IN FUND BALANCE – TOTAL GOVERNMENTAL FUND 73 543 95

Amounts reported for governmental activities in the Statement of Activities are different because:

Governmental funds report capital outlays as expenditures; in the Statement of Activities,  
these costs are allocated over their estimated useful lives as depreciation

Depreciation Expense	(66 442 90)
Capital Outlay	<u>5 757 98</u>

CHANGE IN NET ASSETS OF GOVERNMENTAL ACTIVITIES 12 859 03

The accompanying notes are an integral part of these financial statements.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

Note 1 – Summary of Significant Accounting Policies

The accounting policies of the Coopersville Polkton Area Fire Protection Authority, Ottawa County, Michigan, conform to generally accepted accounting principles as applicable to governmental units.

Reporting Entity

The financial statements of the Fire Authority contain all the Fire Authority funds that are controlled by or dependent on the Fire Authority's executive or legislative branches.

The reporting entity is the Coopersville Polkton Area Fire Protection Authority. The Fire Authority is governed by an elected Fire Board. As required by generally accepted accounting principles, these financial statements present the Fire Authority as the primary government.

Government-Wide and Fund Financial Statements

The government-wide financial statements, (the Statement of Net Assets and the Statement of Changes in Net Assets) report information on all of the non-fiduciary activities of the primary government. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, normally supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. All the Fire Authority's government-wide activities are considered governmental activities.

The Statement of Activities demonstrates the degree to which the direct expenses of a given function are offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function. Program revenues include: (1) charges to customers or applicants who purchase, use or directly benefit from goods, services or privileges provided by a given function; and (2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function. Taxes, intergovernmental payments and other items not properly included among program revenues are reported as general revenue.

Major individual governmental funds are reported as separate columns in the fund financial statements.

Measurement Focus, Basis of Accounting and Financial Statement Presentation

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting. Revenue is recorded when earned and expenses are recorded when a liability is incurred, regardless of the timing of related cash flows. Property taxes are recognized as revenue in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met. When an expense is incurred for purposes for which both restricted and unrestricted net assets are available, restricted resources are applied first.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Revenue is recognized as soon as it is both measurable and available. Revenue is considered to be available if it is collected within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, expenditures relating to compensated absences, and claims and judgments are recorded only when payment is due.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

Note 1 – Summary of Significant Accounting Policies (continued)

Measurement Focus, Basis of Accounting and Financial Statement Presentation (continued)

The Fire Authority reports only one fund as follows:

- The General Fund is used to record the operations of the Fire Authority which pertain to maintaining and operating the Fire Authority. Included are all transactions related to the approved current operating budget.

Assets, Liabilities and Net Assets or Equity

Bank deposits and investments – Cash and cash equivalent investments include cash on hand, demand deposits, certificates of deposit and short-term investments with a maturity of three months or less when acquired. Investments are stated at fair value.

Receivables

Receivables have been recognized for all significant amounts due to the Fire Authority. Allowances for uncollectible accounts have not been provided for in that collection is not considered doubtful and any uncollected amount would be immaterial.

Inventories

Inventory is considered to be immaterial and is not recorded.

Property Taxes

The Fire Authority does not levy any property taxes.

Encumbrances

Encumbrances involving the current recognition of purchase orders, contracts and other commitments for future expenditures are not recorded.

Capital Assets

Capital assets are defined by the Fire Authority as assets with an initial cost of more than \$1,000.00 and an estimated useful life in excess of one year. Such assets are recorded at historical cost or estimated historical cost. Donated assets are reported at estimated fair market value at the date of donation. Additions, improvements and other capital outlays that significantly extend the useful life of an asset are capitalized. Other costs incurred for repairs and maintenance are expensed as incurred. Depreciation on all assets is provided on the straight-line basis over the following estimated useful lives:

Vehicles	20 years
Equipment	5-20 years

Compensated Absences (Vacation and Sick Leave)

The Fire Authority employees are entitled to certain compensated absences based on their length of employment. Compensated absences do not vest or accumulate and are recorded as expenditures when they are paid in accordance with Governmental Accounting Standards Board's Statement No. 16 "Accounting for Compensated Absences."

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

Note 1 – Summary of Significant Accounting Policies (continued)

Post-employment Benefits

The Fire Authority provides no post-employment benefits to past employees.

Fund Equity

In the fund financial statements, governmental funds report reservations of fund balance for amounts that are not available for appropriation or are legally restricted by outside parties for use for a specific purpose. Designations of fund balance represent tentative management plans that are subject to change.

Note 2 – Budgets and Budgetary Accounting

The following procedures are followed in establishing the budgetary data reflected in these financial statements:

1. Prior to the beginning of the fiscal year, the proposed budget for each budgetary fund is submitted to the Fire Board for consideration.
2. The proposed budgets include expenditures as well as the methods of financing them.
3. Public hearings are held to obtain taxpayer comments.
4. The budgets are adopted at the activity level by a majority vote of the Fire Board.
5. The budgets are adopted on the modified accrual basis of accounting.
6. The originally adopted budgets can be amended during the year only by a majority vote of the Fire Board.
7. The adopted budgets are used as a management control device during the year for all budgetary funds.
8. Budget appropriations lapse at the end of each fiscal year.
9. The budgeted amounts shown in these financial statements are the originally adopted budgets with all amendments that were approved by the Fire Board during the fiscal year.

Note 3 – Deposits and Investments

Michigan Compiled Laws, Section 129.91, authorizes the Fire Authority to deposit and invest in the accounts of federally insured banks, credit unions, and savings and loan associations; bonds, securities and other direct obligations of the United States, or any agency or instrumentality of the United States; United States government or federal agency obligation repurchase agreements; banker's acceptance of United States banks; commercial paper rated within the two highest classifications, which mature not more than 270 days after the date purchase; obligations of the State of Michigan or its political subdivisions which are rated as investment grade; and mutual funds composed of investment vehicles which are legal for direct investment by local units of government in Michigan. Financial institutions eligible for deposit of public funds must maintain an office in Michigan.

The Fire Board has designated one bank for the deposit of Fire Authority funds. The investment policy adopted by the board in accordance with Public Act 196 of 1997 has authorized investment in all investments authorized by state law as listed above.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

Note 3 – Deposits and Investments (continued)

The Fire Authority's deposits and investments are in accordance with statutory authority.

The Governmental Accounting Standards Board Statement No. 3, risk disclosures for the cash deposits are as follows:

	<u>Carrying Amounts</u>
Total Deposits	<u>1 333 91</u>

Amounts in the bank balances are without considering deposits in transit or uncleared checks.

	<u>Bank Balances</u>
Insured (FDIC)	1 646 37
Uninsured and Uncollateralized	<u>-</u>
Total Deposits	<u>1 646 37</u>

The Coopersville Polkton Area Fire Protection Authority had the following investments at December 31, 2008:

Nonrisk-categorized financial institution pooled funds	<u>222 716 23</u>
Total	<u>222 716 23</u>

Disclosures Relating to Interest Rate Risk

Interest rate risk is the risk that changes in market interest rates will adversely affect the fair value of an investment. Generally, the longer the maturity of an investment, the greater the sensitivity of its fair value to changes in market interest rates. One of the ways that the Fire Department manages its exposure to interest rate risk is by participating in financial institution pooled funds and in mutual funds which hold diverse investments that are authorized by law for direct investments.

Concentration of Credit Risk

Generally, credit risk is the risk that an issuer of an investment will not fulfill its obligation to the holder of the investment. This is measured by the assignment of a rating by a nationally recognized statistical rating organization. The financial institution pooled funds and the mutual funds do not have a rating provided by a nationally recognized statistical rating organization.

The investment policy of the Fire Department contains no limitations on the amount that can be invested in any one issuer beyond that stipulated by Michigan law.

Custodial Credit Risk

Custodial credit risk for deposits is the risk that, in the event of the failure of a depository financial institution, a government will not be able to recover its deposits or will not be able to recover collateral securities that are in the possession of an outside party. Michigan law and the Fire Department's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for deposits.

The custodial credit risk for investments is the risk that, in the event of the failure of the counterparty (e.g., broker-dealer) to a transaction, a government will not be able to recover the value of its investment or collateral securities that are in the possession of another party. Michigan law and the Fire Department's investment policy do not contain legal or policy requirements that would limit the exposure to custodial credit risk for investments. With respect to investment, custodial credit risk generally applies only to direct investments in marketable securities. Custodial credit risk does not apply to a local government's indirect investment in securities through the use of mutual funds or government investment pools.



COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

NOTES TO FINANCIAL STATEMENTS  
December 31, 2008

Note 4 – Capital Assets

Capital asset activity of the Fire Authority's Governmental activities for the current year was as follows:

	Balance 1/1/08	Additions	Deletions	Balance 12/31/08
<u>Governmental Activities:</u>				
Vehicles	1 000 632 00	-	(125 800 00)	874 832 00
Equipment	<u>159 458 52</u>	<u>5 757 98</u>	<u>-</u>	<u>165 216 50</u>
Total	1 160 090 52	5 757 98	(125 800 00)	1 040 048 50
Accumulated Depreciation	<u>(814 837 76)</u>	<u>(66 442 90)</u>	<u>125 800 00</u>	<u>(755 480 66)</u>
Net Capital Assets	<u><u>345 252 76</u></u>	<u><u>(60 684 92)</u></u>	<u><u>-</u></u>	<u><u>284 567 84</u></u>

Note 5 – Deferred Compensation Plan

The Fire Authority does not have a deferred compensation plan.

Note 6 – Pension Plan

The Fire Authority does not have a pension plan.

Note 7 – Risk Management

The Fire Authority is exposed to various risks of loss related to property loss, torts, errors, omissions, and employee injuries (workers' compensation). The Fire Authority has purchased commercial insurance for property loss, torts and workers' compensation claims. Settled claims relating to the commercial insurance have not exceeded the amount of insurance coverage in any of the past three fiscal years.

COOPERSVILLE POLKTON AREA FIRE PROTECTION AUTHORITY  
Ottawa County, Michigan

BUDGETARY COMPARISON SCHEDULE – GENERAL FUND

Year ended December 31, 2008

	Original Budget	Final Budget	Actual	Variance with Final Budget Over (Under)
Revenues:				
City of Coopersville	126 400 00	126 400 00	126 400 00	-
Township of Polkton	87 600 00	87 600 00	87 600 00	-
Interest	-	-	4 866 89	4 866 89
Miscellaneous	-	-	15 201 00	15 201 00
Total revenues	<u>214 000 00</u>	<u>214 000 00</u>	<u>234 067 89</u>	<u>20 067 89</u>
Expenditures:				
Public safety:				
Fire protection	158 000 00	158 000 00	154 765 96	(3 234 04)
Contingency	5 000 00	5 000 00	-	(5 000 00)
Capital outlay	<u>51 000 00</u>	<u>51 000 00</u>	<u>5 757 98</u>	<u>(45 242 02)</u>
Total expenditures	<u>214 000 00</u>	<u>214 000 00</u>	<u>160 523 94</u>	<u>(53 476 06)</u>
Excess of revenues over expenditures	-	-	73 543 95	73 543 95
Fund balance, January 1	<u>-</u>	<u>-</u>	<u>209 506 19</u>	<u>209 506 19</u>
Fund Balance, December 31	<u>-</u>	<u>-</u>	<u>283 050 14</u>	<u>283 050 14</u>

# **CAMPBELL, KUSTERER & CO., P.C.**

CERTIFIED PUBLIC ACCOUNTANTS

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## **AUDIT COMMUNICATION AND REPORT OF COMMENTS AND RECOMMENDATIONS**

February 19, 2009

To the Fire Board  
Coopersville Polkton Area Fire Protection Authority  
Ottawa County, Michigan

We have audited the financial statements of the Coopersville Polkton Area Fire Protection Authority for the year ended December 31, 2008. As required by auditing standards generally accepted in the United States, the independent auditor is required to make several communications to the governing body having oversight responsibility for the audit. The purpose of this communication is to provide you with additional information regarding the scope and results of our audit that may assist you with your oversight responsibilities of the financial reporting process for which management is responsible.

### **AUDITOR'S RESPONSIBILITY UNDER AUDITING STANDARDS GENERALLY ACCEPTED IN THE UNITED STATES**

We conducted our audit of the financial statements of the Coopersville Polkton Area Fire Protection Authority in accordance with auditing standards generally accepted in the United States. The following paragraph explains our responsibilities under those standards.

Management has the responsibility for adopting sound accounting policies, for maintaining an adequate and effective system of accounts, for the safeguarding of assets, and for devising an internal control structure that will, among other things, help assure the proper recording of transactions. The transactions that should be reflected in the accounts and in the financial statements are matters within the direct knowledge and control of management. Our knowledge of such transactions is limited to that acquired through our audit. Accordingly, the fairness of representations made through the financial statements is an implicit and integral part of management's accounts and records. However, our responsibility for the financial statements is confined to the expression of an opinion on them. The financial statements remain the responsibility of management.

The concept of materiality is inherent in the work of an independent auditor. An auditor places greater emphasis on those items that have, on a relative basis, more importance to the financial statements and greater possibilities of material error than those items of lesser importance or those in which the possibility of material error is remote.

For this purpose, materiality has been defined as "the magnitude of an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would have been changed or influenced by the omission or misstatement."

An independent auditor's objective in an audit is to obtain sufficient competent evidential matter to provide a reasonable basis for forming an opinion on the financial statements. In doing so, the auditor must work within economic limits; the opinion, to be economically useful, must be formed within a reasonable length of time and at reasonable cost. That is why an auditor's work is based on selected tests rather than an attempt to verify all transactions. Since evidence is examined on a test basis only, an audit provides only reasonable assurance, rather than absolute assurance, that financial statements are free of material misstatement. Thus, there is a risk that audited financial statements may contain undiscovered material errors or fraud. The existence of that risk is implicit in the phrase in the audit report, "in our opinion."

To the Fire Board  
Coopersville Polkton Area Fire Protection Authority  
Ottawa County, Michigan

In the audit process, we gain an understanding of the internal control structure of an entity for the purpose of assisting in determining the nature, timing, and extent of audit testing. Our understanding is obtained by inquiry of management, testing transactions, and observation and review of documents and records. The amount of work done is not sufficient to provide a basis for an opinion on the adequacy of the internal control structure.

### **SIGNIFICANT ACCOUNTING POLICIES**

The significant accounting policies are described in Note 1 to the financial statements.

### **OTHER COMMUNICATIONS**

Auditing standards call for us to inform you of other significant issues such as, but not limited to, 1) Accounting estimates that are particularly sensitive because of their significance to the financial statements or because of the possibility that future events affecting them may differ markedly from management's current judgments; 2) Significant audit adjustments that may not have been detected except through the auditing procedures we performed; 3) Disagreements with management regarding the scope of the audit or application of accounting principles; 4) Consultation with other accountants; 5) Major issues discussed with management prior to retention; and 6) Difficulties encountered in performing the audit.

We have no significant issues, regarding these matters, to report to you at this time. Audit adjustments were minimal, and are available to review.

### **COMMENTS AND RECOMMENDATION REGARDING INTERNAL CONTROLS/ COMPLIANCE/ EFFICIENCY**

Our procedures disclosed the following conditions that we would like to bring to your attention:

#### **SEGREGATION OF DUTIES**

The Fire Authority's system of internal control is affected by the size of the staff that it can employ.

The ultimate accounting system would include enough employees to completely segregate all aspects of each transaction. Different departments or individuals would handle: transaction authorization, transaction execution, asset handling, recording of transactions, review of transactions and subsequent control of assets.

The Fire Authority cannot enact a complete segregation of all aspects of each transaction due to the nature of local units of government. The "cost to benefit" relationship also would not justify a complete segregation of all duties.

We recommend that the Fire Authority Board Members understand these circumstances when performing their oversight responsibilities.

#### **UNIFORM CHART OF ACCOUNTS AND ACCOUNTING**

The Fire Authority is not using the Uniform Chart of Accounts issued by the Michigan Department of Treasury. The internal accounting function has been moved from one person to another. We recommend that the Fire Authority utilize the Uniform Chart of Accounts. We further recommend that the Fire Authority consider whether it would be beneficial to outsource the accounting function.

These conditions were considered in determining the nature, timing and extent of the audit tests to be applied in our audit of the Fire Authority's financial statements and this communication of these matters does not affect our report on the Fire Authority's financial statements for the year ended December 31, 2008.

To the Fire Board  
Coopersville Polkton Area Fire Protection Authority  
Ottawa County, Michigan

SUMMARY

We welcome any questions you may have regarding the foregoing comments and we would be happy to discuss any of these or other questions that you might have at your convenience.

Sincerely,

*Campbell, Kusterer & Co., P.C.*  
CAMPBELL, KUSTERER & CO., P.C.  
Certified Public Accountants